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*December 1957

CONFIDENTIAL

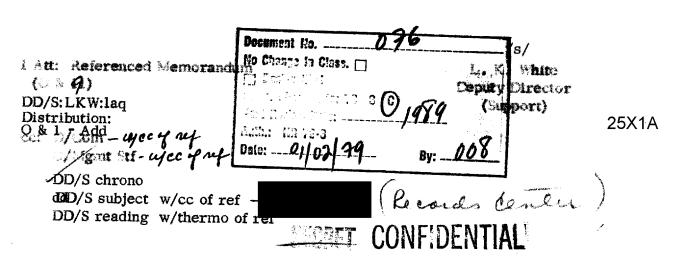
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REFERENCE

: Memo dtd 19 Nov 57 to DD/S fr AD/Log, same subject.

- 1. I am returning the referenced memorandum for further consideration by you, the Director of Communications, and the Chief, Management Staff.
- 2. You will recall that in our presentation to the Project Review Jomnittee, in which we requested the expansion of the Agency Records Center at by 30,000 square feet, we considered that approval of this project (which was given on 17 May 1937) might possibly obviate the necessity of constructing a warehouse for several years. According to the project approval, the proposed expansion of the Records Center will meet the foreseeable estimated Agency needs until 1966. In theory then, it seems reasonable to assume that as much as 10,000 or 15,000 square feet of this space might be diverted to warehouse needs until, say, 1962. In view of the current restricted budgetary situation, this possibility should be given every consideration.
- 3. It is, therefore, requested that you explore this matter in conjunction with the Director of Communications and the Chief, Management Staff and submit a report and recommendations to me at an early date.



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